



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

**Admission to Career Related First Degree Programmes
(B.Sc./B.Com/BBA/BCA/B.A Degree courses) in the seats to be filled up
by the Colleges of Applied Science, managed by IHRD and
affiliated to University of Kerala during 2017–2018**

PROSPECTUS

College of Applied Science, Adoor
College of Applied Science, Dhanuvachapuram
College of Applied Science, Kalanjoor
College of Applied Science, Karthikapally
College of Applied Science, Kundara
College of Applied Science, Mavelikkara
College of Applied Science, Perissery

(Prospectus issued for previous years are not valid for 2017-18)



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1. Applications are invited for admission in the seats to be filled up by the Colleges of Applied Science, managed by Institute of Human Resources Development (IHRD) and affiliated to the University of Kerala, for the *B.Sc Degree Courses(CRFDP under CBCSS) in Computer Science/ Electronics, Bachelor degree in Computer Applications/ Business Administration , B.Com with Computer Application, B.Com Taxation & B.A English* during the academic year 2017-18. The above courses consist of 6 semesters spread over a period of 3 years and are affiliated to the University of Kerala. The scheme and syllabus for the courses will be as followed in the University of Kerala. The details of the courses are given below.

1. COLLEGE, COURSE & ANNUAL INTAKE

College	Courses	*Merit & Reservation Seats	Seats to be filled up by the college	Total Seats
1. College of Applied Science, Temple Road, Adoor P O, Pathanamthitta - 691 523. Ph: 04734-22 4076 casadoor.ihrd@gmail.com casadoor@gmail.com Website :- www.casadoor.in	a) B.Sc Degree in Computer Science	20	20	40
	b) B.Sc Degree in Electronics	20	20	40
	c) B. Com with Computer Application	25	25	50
	d) Bachelor of Computer Applications	20	20	40
	e) Bachelor of Business Administration	20	20	40
	f) Bachelor of Arts- English & Communicative English	15	15	30
2. College of Applied Science, Govt. BHSS, Compound, Mavelikkara P O, Alappuzha - 690 101. Ph: 0479-230 4494 0479-234 1020 casmavelikkara.ihrd@gmail.com casmavelikkara@gmail.com	a) B.Sc Degree in Computer Science	20	20	40
	b) B.Sc Degree in Electronics	20	20	40
	c) B. Com with Computer Application	20	20	40
	d) B.Com with tax procedure and practice	20	20	40
	e) Bachelor of Business Administration	15	15	30
	f) Bachelor of Computer Applications	20	20	40
3. College of Applied Science, Dhanuvachapuram P O. Thiruvananthapuram. PIN 695503 Ph: 0471-2234374, 2234373 casdvpm.ihrd@gmail.com	a) B.Sc Degree in Computer Science	25	25	50
	b) B.Sc Degree in Electronics	25	25	50
	c) B. Com with Computer Application	25	25	50
4. College of Applied Science, Govt UPS campus, Karthikapally P O. Haripad, Alappuzha PIN 690516 Ph: 0479-2485370 0479-2485852,8547005018 caskarthikapally.ihrd@gmail.com , casharipad@ihrd.ac.in	a) B.Sc Degree in Computer Science	25	25	50
	b) Bachelor of Computer Applications	25	25	50
	c) B. Com with Computer Application	25	25	50
	d) Bachelor of Business Administration	25	25	50

5. College of Applied Science, KIP Compound, Thettikunnu, Kundara. P. O. Kollam-691 501 Ph: 0474-2580866 caskundara.ihrd@gmail.com	a) B.Sc Degree in Computer Science	25	25	50
	b) B.Sc Degree in Electronics	25	25	50
	c) B. Com with Computer Application	25	25	50
	d) B.Com with tax procedure and practice	20	20	40
6. College of Applied Science, IHRD, Kalanjoor P.O, Kalanjoor Pathananmthitta – 689694 Ph : 04734-272320 caskalanjoor@ihrd.ac.in caskalanjoor.ihrd@gmail.com	a) B. Com with Computer Application	20	20	40
	b) Bachelor of Business Administration	20	20	40
7. College of Applied Science, Perissery ,Perissery P.O, Chengannur Pin : 689126 Ph : 91-479- 2456499 casperissery.ihrd@gmail.com casperissery@ihrd.ac.in	a) B.Sc Degree in Computer Science	15	15	30
	b) Bachelor of Computer Applications	15	15	30
	c) B. Com (Elective – Computer Application)	20	20	40
	d) B.A. -English Language & Literature	15	15	30

*Note:1. *50% Merit and all reservation quota seats will be filled up through Centralized Allotment Process(CAP) by the University. Please refer University CAP website <http://www.admissions.keralauniversity.ac.in>) for more information.*

2. *If the total intake is enhanced during the current academic year, admission to the corresponding seats will be done from the same list of candidates applied on the basis of this prospectus.*
3. *Para 1 to 5 of this prospectus is applicable only for the admission to the seats allotted to and filled up by the college. But remaining paragraphs are applicable for all students admitted.*
4. *In case, the University allows the college to fill the vacant seats under CAP category also, the admission will be done to those seats by the college as per the conditions of this prospectus.*

2. ELIGIBILITY FOR ADMISSION

The candidate must have all eligibility conditions as prescribed by the University to join the course.

No	Course & Code	Eligibility for Admission	Calculation of index Mark
1	B.Sc. Computer Science (BSc-CS)	A pass in Higher Secondary or any other examination recognized as equivalent thereto by the University of Kerala with Mathematics as one of the optional subjects	Total marks obtained for the qualifying examination + marks for Mathematics and Physics / Computer Science. The candidate who have studied Computer Science at +2 level, the score obtained in Computer Science paper be added, instead of the score in Physics, 2011 Admissions onwards
2	B.Sc. Electronics (BSc-EL)	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Physics as one of the subjects.	Total marks in Higher Secondary + Marks for Physics.
3	B.Com with Computer Application OR Tax Procedure and Practice OR Elective Computer Application(B.Com)	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto provided candidates coming from Non-Commerce group should have atleast 45% of the aggregate marks.	Total marks in Higher Secondary + Marks scored for Accountancy + Weightage of 15% of marks scored for Business Studies.
4	Bachelor of Computer Applications (BCA)	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the optional subject.	Total marks in Higher Secondary + Marks for Mathematics

5	Bachelor of Business Administration (BBA)	A pass in Higher Secondary or any other Examination accepted by the University as equivalent thereto with any subject combination with a minimum of 45% marks in aggregate.	Total marks in Higher Secondary Examination
6	BA English and Communicative English (BA)	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	Total marks for Higher Secondary/ equivalent (1200) + double the percentage of marks for General English. (candidates who have studied Communicative English as a paper (main/ optional) for their +2 examination, 50% of the marks obtained for the above paper shall also be added)
7	BA English Language & Literature (BA Lit)	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.	Total marks for Higher Secondary/ equivalent (1200) + double the percentage of marks for General English.

3. ADMISSION PROCEDURE

The admission based on this prospectus is limited to the seats to be filled up by the Colleges only. 50% Merit and all reservation quota seats will be filled up through Centralized Allotment Process(CAP) by the University of Kerala. Please refer University CAP website <http://www.admissions.keralauniversity.ac.in>) for more information.

Candidates who wish to apply for the seats to be filled up by the colleges have to submit duly filled up application in the prescribed form. Rank list will be prepared by the college on the basis of merit as given below.

3.1 PREPARATION OF RANK LIST

The rank list for B.Sc/B.Com/B.B.A/B.C.A/B.A Degree courses will be prepared on the basis of marks obtained in the qualifying examination, including weightage/deduction where ever applicable, unless otherwise mentioned. The rank list will be prepared based on the index marks obtained by the candidate.

(Please read 8.10 of General Instructions given below on issue of memo by e-mail.)

3.2 Standardization of marks for admission to First Degree Programme under CBCS system – Guidelines issued (2010-2011 onwards)

In the case of Higher Secondary Examination from 2010 onwards, the index marks are to be calculated as follows.

Total marks secured for Higher Secondary + Marks secured in the concerned subject.

For e.g. If the student has secured 800 marks out of the total 1200 marks and if he has secured 150 out of 200 in say, mathematics, his index marks will be $800 + 150 = 950$.

In the case of Higher Secondary Examination prior to 2010, normalize the total marks obtained out of 600 to 1200 and add twice the marks obtained in the concerned subject for calculation of index mark.

In the case of other Boards such as CBSE and ISC, normalize the total marks to 1200 and then add *TWICE THE PERCENTAGE* of marks obtained in the concerned subject.

For Example: If a student has secured 400 out of the total of 500 marks in the CBSE stream and if he has say, secured 80 marks out of 100 in mathematics, his index marks will be $400/500 \times 1200$ plus 160 (ie., 80×2) marks of mathematics. That is $960 + 160 = 1120$.

In the case of Vocational Higher Secondary examination, exclude the marks for vocational subjects and foundation course and normalize the marks.

3.3 Weightage/Deduction of marks:

The candidates who have attended for NSS/NCC during the academic year of the qualifying examinations(ie, plus two only) will be eligible for 15 marks as bonus.

Note:

- a) In respect of NCC applicants, the bonus marks will be awarded, on the basis of N.C.C. Certificates signed by the Director and issued by the Directorate of N.C.C., to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of study at the Plus two course.
- b) For awarding bonus marks to N.S.S. Participants, the basis will be N.S.S. Certificates signed by the Competent Authority.
- c) The benefit of bonus marks for purposes of admission can be earned by the candidates only under any one category (either N.S.S. or N.C.C).
- d) In the case of candidates who get the eligibility for bonus marks, their ranking mark will be the sum of scored marks and the bonus marks.
- e) Ex-Servicemen/their dependants
A weightage of 15 marks will be given to the ex-servicemen and widows and children of Jawans and Ex-servicemen for admission. (U.O. No. Ac.B.3/Misc./73 dated 30-10-1974). (Academic Council dated 28-08-1974).
- f) Loosing of marks for subsequent appearances.
Candidates will lose 10 marks for ranking purpose for each additional appearance he/she has taken for completing the qualifying examination.

3.4 Resolving of Tie

In the case of tie of index marks, the following will be considered

- Marks of the subject opted
- Marks of the English
- Date of Birth (older be placed higher in ranking)
- Name of the Candidate (Alphabetical order)

4. RESERVATION

A candidate can claim only one benefit at a time as per his/her choice for a particular purpose.

4.1 Reservation for SC/ST candidates

All the statutory reservation seats available will be filled up as per the norms issued by the University of Kerala. At present 15% seats are reserved for SC candidates and 5% for the ST candidates.

4.2 Reservation for THSS candidates

15% of the seats of the total strength is reserved for the candidates who have passed the THSS examination from the Technical Higher Secondary Schools managed by IHRD. Vacant seats under THSS quota if any, will be allotted to General category at the time of admission.

4.3 Reservation for Persons with Disabilities (PWD):

3% Seats are reserved for PWD candidates with minimum 40% disability as per university Guidelines. *(for more information please refer the Prospectus for CAP2017 of the University of Kerala at <http://www.admissions.keralauniversity.ac.in>)* The Candidates wish to apply for above quota should produce a 'Certificate of disability' issued not earlier than 12 months on the date of application, by the district medical board or bodies of higher status, certifying the degree of percentage of disability.

Note: The selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the Degree of Disability.

4.4 Reservation for Nominees

Reservation for Candidates from Union Territory of Lakshadweep, Jammu & Kashmir and concession for wards of Kashmiri Migrants and are available as per University guidelines. *(please refer Prospectus for CAP 2017-18 at University website. <http://www.admissions.keralauniversity.ac.in>)*

5. HOW TO APPLY

Application forms and prospectus can be downloaded from the IHRD website www.ihrd.ac.in and the filled in application should be submitted to Principals of the Colleges of Applied Science, (where you desire to secure admission) at Adoor, Dhanuvachapuram, Kalanjor, Karthikapally, Kundara, Mavelikkara & Perissery along with the Registration fee of Rs.200/- either by Cash or Demand

Draft(D.D) up to the last date specified by the University. The Demand Draft should be drawn in favour of the Principal of the College concerned. If the filled in application is sent to the Principal by post, then it must be accompanied by a D.D. for Rs. 200/- towards the registration fee, drawn in favour of the Principal of the concerned college.

Note: The registration fee once paid will not be refunded under any circumstances.

Application forms for admission to B.Sc. Computer Science/Electronics/BCA/BBA/B.Com with Computer Application/B.Com Taxation/B.Com Elective-Computer Application & B.A English duly filled up should reach the Principals of the concerned Colleges **on or before the last date specified by the University**. For applying for admission to more than one college, separate application forms should be submitted to the Principals of the colleges concerned. The application for admission to the Degree courses will not be accepted in the IHRD Head Quarters or any other associated Institutions. Applications received later than the last date specified by the university will not be accepted on any account.

The candidates who wish to secure admission in the college also need to furnish the CAP registration number in the application form, after completing the online registration procedure provided in the admission portal of University of Kerala. (<http://www.admissions.keralauniversity.ac.in>)

6. FEES

6.1 Details of fees for each semester of B.Sc/BCA/B.Com/BBA&BA are given below:

FEE PARTICULARS	B.Sc/BCA (Rs.)	B.Com CA (Rs.)	B.Com Tax (Rs.)	BBA/B.A (Rs.)
1. Tuition fee	14,900	9,200	11250	7,000
2. Students Amenities Fee (including Internet, Lab, Library fees)	800	700	600	700
3. Admission fee (Payable at the time of admission)	300	300	300	300
4. Caution deposit (refundable) (Payable at the time of admission)	1,000	1,000	1,000	1,000

* In addition to the above, students have to remit other fee like University fee, PTA membership fee etc.

6.2 Fee remittance details:

FEE Remittance Schedule	B.Sc/BCA (Rs.)	B.Com (Rs.)		BBA/BA (Rs.)
		CA	TAX	
A. First Installment fee(Including Caution deposit) for First Semester: (to be paid at the time of admission)	9,500*	6,600*	7,525*	5,500*
B. Second Installment fee for first Semester: (to be paid during 3 rd month of admission)	7,500*	4,600*	5,625*	3,500*
C. Semester fee for remaining Semesters : (to be paid at the beginning of each semester classes)	15,700*	9,900*	11,850*	7,700*

* In addition to the above, students have to remit other fee like University fee, PTA membership fee etc.

- Note:** (i) Fees once paid will not be refunded under any circumstances.(see 7. Rules for issue of **Transfer Certificate, given below.**)
- (ii) All students are required to pay Caution Deposit irrelevant of category including SC/ST/OEC candidates.
- (iii) No educational concession will be available to the students of the Degree course conducted by the IHRD except the SC/ST/OEC candidates. The SC/ST/OEC candidates are exempted from payment of the prescribed fee on condition that they will register online through e-grantz web site and submit application for educational concession in the prescribed form along with supporting documents within 15 days from the date of admission. If they fail to do so, they should pay the prescribed fees. In case, the educational concession is not sanctioned by the SC/ST development department, the student is liable to remit the entire fee. Sanctioning of educational concessions is also subject to the orders of SC/ST Development Department from time to time.

7. Rules for the Issue of Transfer Certificate.

The Issue of Transfer certificate to the students admitted to the Degree courses conducted at the College of Applied Science under IHRD, before the completion of the course will be as per the following rules.

- a) If a student applies for TC before the commencement of first semester classes, the TC and other documents will be issued with a refund of 90% of Tuition fee paid at the time of admission. All other fees paid at the time of admission are non-refundable.
- b) If a student applies for TC during the period from date of commencement of classes and date of closure of admission(both days inclusive & irrespective of whether the student has attended any classes or not), TC and other documents will be issued only after clearing the fee dues for first semester, if any. All the fees paid at the time of admission are non-refundable.
- c) If a student applies for TC during first year of study after the closure of admission and before the commencement of third semester classes (irrespective of whether the student has attended any classes or not), he/she is required to remit the entire course fee for the current semester and next one semester for the issue of TC and other documents .
- d) If a student applies for TC after the commencement of third semester classes (irrespective of whether the student has attended any classes or not), he/she is required to remit the entire course fee for all the remaining semesters of the course for the issue of TC and other documents.
- e) In case of Inter College transfer between CAS under IHRD within the University of Kerala and for the same course, TC will be issued on payment of Rs. 2000/- towards processing fee. In such case, the applicant is eligible to get refund of 75% of Tuition fee only.
- f) If a student apply for TC to join higher option allotted by the centralized allotment process (CAP) for the Degree admission of the University, the TC and other documents will be issued as per the University guidelines.

The above rules 7(a) to 7(e) are applicable for all students admitted in the college unless specified otherwise.

8. GENERAL INSTRUCTIONS

- 8.1 Candidates should appear for Interview/Admission at their own cost.
- 8.2 The Candidates should produce the following documents in original at the time of interview for admission.
 1. Matriculation Certificate.
 2. Plus Two Mark list of the qualifying examination.
 3. Community / Income Certificates, if applicable for SC/ST/OEC candidates.
 4. T.C. and Conduct Certificate from the institution last studied.
- 8.3 If any candidate who is provisionally selected for admission fails to report to the Principal on or before the specified date and time or if he/ she fails to pay the fees indicated in the admission memo his/her selection will stand cancelled.
- 8.4 Late applications will not be considered under any circumstances.
- 8.5 Candidates from Universities other than University of Kerala should produce migration Certificate and pass certificate at the time of interview/admission.
- 8.6 The applicant whose qualifying examinations other than a degree of the University of Kerala should submit an eligibility certificate from the University of Kerala at the time of admission.
- 8.7 Receipt of application will be acknowledged allotting a register number. The registration number as shown in the receipt should be mentioned in all future correspondence concerning admission.
- 8.8 Selection of Candidates will be made by the Principal as detailed in clause 3. Admission procedure.
- 8.9 The selection for admission will be provisional subject to verification of original documents and eligibility by the Head of the Institution. On verification, if any information given in the application is found to be false, the candidate will forfeit his/her claim for admission.
- 8.10 The list of candidates called for interview will be published in the institution. **Selection memo will be sent by email only. Hence providing valid email-id and a contact telephone number(s) is mandatory. However, if a student wish to get memo by ordinary post, he/she must attach a separate request to the Principal along with the application form.**
- 8.11 The candidates called for interview should bring the originals of all the Certificates on the date specified at their own expense. T.C. should be produced within a week from the date of provisional admission.

- 8.12 A candidate who does not turn up for the interview as per the schedule and at the place and time will forfeit his/her chance for admission and will not be considered for any future vacancies for admission irrespective of the rank secured. However, if a candidate is not able to attend the interview on genuine grounds, the parent/ guardian or any authorised person can act as a proxy at the risk of the candidate.
- 8.13 The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time. Copy of the campus rules now in force in the institutions under IHRD is available in the office of the Head of Institution, for reference.

9. RAGGING IS A COGNISABLE OFFENCE AND PUNISHABLE UNDER PROVISIONS OF KERALA PROHIBITION OF RAGGING ACT. 1998.

The institution will take stern action against the offenders. The cardinal points contained in the act are furnished below for information of the concerned.

(i) SHORT TITLE AND EXTENT

- (a) The Act may be called the Kerala Prohibition of Ragging Act 1998.
 (b) It extends to the whole of the State of Kerala.

(ii) DEFINITION

"Ragging " means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any, educational institution and includes

- a) teasing, abusing of, playing practical jokes on or causing hurt to such student; or
 b) asking the student to do any actor perform something which such student will not in the ordinary course willingly do.

(iii) PROHIBITION OF RAGGING

Ragging within or outside any educational institution is prohibited.

(iv) PENALTY FOR RAGGING

Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(v) DISMISSAL OF STUDENT

Any student convicted of an offense under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.

(vi) SUSPENSION OF STUDENT

- (a) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
- (b) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

(vii) Copy of the prohibition of Ragging act 1998 will be available in the institution for reference. The applicants as well as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the Act in the application form.

10. Any other details not specifically covered by this prospectus will be decided by the undersigned and such decision will be final.

Thiruvananthapuram
 18-05-2017

Sd/-
DIRECTOR